G. R. S. 58]

Previous references.

1

File No. 8 – 15

1916.

(E. A.)

Serial Nos. 1 – 2.

Later references.

& E. A. 160 of 1917 Sl 1-2

file 67-27 (1-2)

G.H. III-33 Sl.

TRANSFER

P.

GENERAL AND REVENUE SECRETARIAT.

Serial Nos. 1 – 2

Part B for

SUBJECT.

Statistics of Business

20. Heads of departments

G-O. no. 688-726/E-A-8-15-1 dated 28.10.1915.

Directing the submission of Half-years statement of Statistics of Business done by Heads of Departments

20 Deputy Commissioners of Districts

G-O-no 727-734/E.A 8-15-2 dated 28-10-15.

Directing as above by deputy Commissioners of Distt.

W D 1351—GPB—20,000—18-12-15

2

G.R.S. 11] 1914-15

GENERAL AND REVENUE SECRETARIAT.

(G A B)

NOTES.

File No. 8

FILE HEADING.

Tour and Inspection Rules for the Guidance of Heads of Depts.

From

No.	Dated	Received

Diary No.	Enclos.	Spare Copies.	Serial No.

BRIEF ABSTRACT OF LETTER.

NOTES AND ORDERS.

NOTES—First Sheet.

GPB—35,000—15 6-12

V. 3

Confidential and Urgent:

The Diwan desires that a statement may be prepared in 2 or 3 days showing the amount of touring work done by each of the following during the years 1912-13 & 1913-1914:

The statement may be prepared by referring to the T. A. Bills in the Comptroller's office.

Mr. N. Madhava Rao is requested to kindly do the needful. If he sees the Comptroller and explains the matter to the Comptroller, there will be no difficulty in getting the required references:—

The officers referred to are:—

(1) The D.C. of Police.
(2) The Revd: Comm^r.
(3) The D.C. of Education.
(4)

Draft
25/11

Statements are put up showing the amount of touring work done by the officers referred to

above. As the I. A bills
came not be easily had,
the preparation of the Statement
took a considerable time after they
could not be furnished within
the time fixed.

Secretary) 4/12/14

The Statements show that two of the three
Heads of Depts concerned have done very
little touring. This is a serious matter
in the case of the Revenue Commissioner
as this office was created mainly
for the purposes of inspection supervision.

A general order prescribing the
minimum period of touring & the
minimum amount of inspection
work in the case of at least the
more important Heads of Depts seems
in my opinion, quite essential, if
there is to be real efficiency in the
Revenue service.

A Note on this point will be
submitted, if the Diwan approves.

3233
12-12-14

Diwan) Dec 13 & Rao
17/12

I shall be glad to hear the note
suggested.

15-12-14

To MIDS for favour of a Note in consultation with
me.

Diwan
15/12

G. R. S. 12]

General and Revenue Secretariat.

File No. Mis 206/20. dt 20-2-15. of 191 .

Serial No.

As regards the touring of officers in British India, the Decentralization Commission remarked as follows (Para 669 of the Report). "The standing instructions on the subject issued by the different Local Governments necessarily vary in their details, some confining themselves rather to general principles (Bengal), others prescribing in greater detail the minimum duration and period of tours (Madras, Bombay and Behar). In Burma, in the Central Provinces, and in the United Provinces, there appear to be no definite rules on the subject, apart from standards commonly recognised in practice. But speaking generally, executive officers of Government are in the habit of touring constantly through their respective jurisdictions, and we consider that they should do this if they are to remain in full touch with the people".

As regards Behar, it has not been possible to procure the rules above spoken of. The rules of Madras and Bombay relate exclusively to Collectors and their subordinates and do not apply to Commissioners and other high officers. The minimum period of tour is however fixed for Conservators of Forests in Madras.

In the absence of rules throwing light on the subject, the administration reports of the British Indian Provinces were consulted. Some of them furnish no information at all as to the amount of

NOTE—Contn. sheet,

GPB—25,000—2-11-14

5
6

Serial No.

of inspection done by the Heads of Departments, while that furnished by others is wanting in uniformity. The data collected are summarised in the accompanying tables.

It will be seen that while the inspection of some officers, such as that of the Registrar of Co-operative Societies and the Inspector General of Police in Mysore is as good as that of corresponding officers elsewhere, at least in quantity, that of certain other Heads of Departments is not quite so satisfactory.

If it is desired that the inspection work of Heads of Departments should be brought under greater control, it is necessary to fix in consultation with them -

A

(1) the quantity of inspection work to be normally done every year,

1st alternative

(2) the time to be devoted to each piece of inspection

& (3) the total period to be spent on tour every year.

When these standards have been determined, the Heads of Departments should be asked to furnish programmes of their inspection tours quarterly and to

B

send in quarterly returns shewing the extent to

C

which the programme has been carried out. If these returns are reviewed by Government and their

D

NOTE—Contn. sheet.

GPB—25,000—2-11-44

F. R. S. 12]

General and Revenue Secretariat. | File No. | of 191 .

Serial No.

their remarks communicated to the Heads of Departments concerned, there is likely to be much improvement both in the quantity and thoroughness of the inspection work done by them. In case this arrangement is considered unduly elaborate, information in sufficient detail may at least be asked to be furnished in the annual administration reports of the Departments.

2nd alternative

Secretary) 8/2/15

Under standing instructions of Govt, Heads of Dpts submit to Govt Copies of their tour programme in advance. But no information is received at present as to how much of the programme was actually carried out. Govt have at present no ready means of knowing this.

If the principle of prescribing suitable forms for Tour Statements & Inspection Reports of Heads of Dpts is once recognized by Govt, detailed proposals will be made.

Dpts

The question may be considered in Council if the Diwan approves.

Diwan) 20/2

Recd 20/2

5582
20-2-15

I think that Officers of this high Status should be expected to do their work without minute rules of guidance. The differences may be due to difference of standards.

NOTE—Contn. sheet.

GPB—25,000—2-11-14

G. R. S. 12]

General and Revenue Secretariat. | File No. | of 191 .

Serial No.

Perhaps the more proper way of directing this matter is not by laying down days & miles to be travelled through, but to prescribe items & methods of inspection expected in general terms.

I think that previous programmes for long periods would be found too hampering & may be difficult to carry out without sacrificing ~~the~~ efficiency & for the sake of mechanical regularity.

The matter may be considered at a meeting

27/5/18

C.S. Air Board

NOTE—Contn. sheet.

GPB—25,000—2-11-14

For disposal at a Meeting.

9

No. C. 662

31. 5. 1915.

GENERAL AND REVENUE SECRETARIAT.

Council Matter.

SUBJECT.

Question of prescribing suitable forms for tour statements and inspection reports of Heads of Departments.

CIRCULATED TO THE MEMBERS OF COUNCIL.

By Order,

D. M. Narasinga Rao.

29th May 1915.

Offg. *Secretary to Government.*

Extraordinary Member of Council.

First Member of Council. Opinion recorded by the First Member of Council.

Second Member of Council. 4/6

GPB—1,000—28-8-14

10

G.R.S. 11] 191 .

GENERAL AND REVENUE SECRETARIAT.

( )

NOTES.

File No.

FILE HEADING.

Statistics of work in government offices.

From

No.	Dated	Received

Diary No.	.	Enclos.	Spare Copies.	Serial No.

BRIEF ABSTRACT OF LETTER.

NOTES AND ORDERS.

The Dewan ordered that statistics should be obtained and that standard forms showing the normal conditions of work in the several offices should be prepared. A draft letter to the

NOTES—First Sheet.

GPB—35,000—15-6-12

General and Revenue Secretariat. | File No. | of 191 .

Serial No.

Dy Comrs of Dts calling for information as regards District offices is put up for favour of approval.

NLL
7/12/14

Secretary)

May be apps

As this is the January season when Dt & Collectorates are very busy, the compilation of the information called for is likely to prove a serious strain upon them

Devan 8/12/14

3159
9-12-14

NOTE—Contn. sheet.

GPB—10,000—13-6-14

12

Deroums order

Before issuing the order the Office Assit branch should find out what forms or returns the District Officers maintain now & whether the required information cannot be collected therefrom —

When this is ascertained we may if necessary, I write, I ask the Dy Cmr if they will be able to furnish the required information

Copy 1916

19.12.14

BBR

F.R.S. 1

13

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

Most of the details of information asked for can be readily furnished from the registers and returns maintained by Dy Comrs. The only statement the preparation of which involves some trouble is the one relating to Periodicals. This is not very necessary and may be omitted if thought fit.

Secretary.

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

Figures for Items 1, 2, 3 & 4 in Statement No. I (Rev: Branch) may be had from the Rev: business & quarterly Statements, the half yearly Statements of unanswered references submitted to the Rev: Comr: and the English "From" & "To" registers.

Similar information for the L. T, Municipal and Management Branches may be collected from the receipt & issue registers of the Branches.

The information required for Items 1, 2 & 3 in Statement II (Jud: Branch) may be had from the Criminal returns sent up by the Branches.

Items 4 and 5. Figures for these must be collected from the several registers pertaining to them.

Information for Item 6 may be furnished from the Crl: returns received from Magistrates.

For item 7, the "To" register may give the particulars.

1. The Periodical Statement may be omitted.
2. So also the Record Stats for the present.
3. Regarding the others we may prescribe half yearly Stats for check.

Prepare a rational draft Please 12/1

Mr. N. Krishnamoorthy to do the needful and bring up on 15/1/25

GPB—10,000—10-6-14

G.R.S. 13]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

Statement III. Particulars for this statt. can be had from the Rst. & Asst. Rst.'s adm. reports, and the quarterly statements of Dist. & municipal works inspected.

Statement IV omitted as information should be searched out carefully from the volumes of "To" registers.

Statement V. Information for this statement may be had from the returns submitted by the Record branch ~~in copy~~. the registers maintained.

Statement VI. Information for this statement may be had from the record registers maintained according to rule of practice relating to Rst. records.

Filed

4/1/1915.

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

GPB—10,000—10-6-14

G.R.S. 13]

15

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

Revised draft statements.
Submitted
NSE
15/1/15.

For approval
NSE
16/1/15

Secretary)

The revised draft statements (R13) may be approved. The information required represents the minimum necessary for forming a fair idea of the work turned out and the compilation of the revised statements will not be laborious.

Dawan) Dawan 16/1

NSE 16/1

38888
19-1-15

The forms may be prescribed
+ Regs

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

GPB—10,000—10-6-

G.R.S. 13]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

A Brief Outline for Statistical Work done in the Rev Comm's office is Stated.

MW
7/1/15

A form for recording sorting work may also be put up. This may be treated as a separate file

MLL
7/1/15

The form is put and also a separate file opened

MLL
11/1/15.

Revised draft with Statements as per instructions prepared & submitted

MLL MW
15/1/15.

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

GPB—10,000—10-6-14

G.R.S. 11] 1915. B 17

GENERAL AND REVENUE SECRETARIAT.

(E. A)

NOTES.

File No. 8.

FILE HEADING.

Statistics of work done in the Rev: Comrs Office.

From

No.	Dated	Received

Diary No.	Enclos.	Spare Copies.	Serial No.

BRIEF ABSTRACT OF LETTER.

NOTES AND ORDERS.

Draft letter to the Rev: Comr: calling for half yearly statements of work done in his office in the forms appended is put up.

Submitted
15/1/15.

The ~~Returned~~ forms for

NOTES—First Sheet.

GPB—35,000—15 6-12

G. R. S. 12]

General and Revenue Secretariat. | E. A File No. of 1916.

Serial No.

returning statistics of recent work has been omitted following the instructions given in regard to Dist. offices.

NLL 16/1/15

Secretary)

The draft and the Statements may be approved. It is very necessary that Govt. should be kept informed of the work turned out, at least in a general way as the Statements prescribe. At present Govt. have ready means of ascertaining this information and the proposal now put forward constitutes but the first step in the particulars, if I may say so.

Dewan Bahadur 16/1

Dewan)

3889
18-1-15

The difficulty about these proposals is that they are put forward without taking into account what is already in existence, as though they were absolutely new. If these Sts are prescribed, will the many (more elaborate Sts in many cases) be abolished? What is the use of increasing the number of returns already large of which much use cannot be made? ~~May be~~ Considered at a meeting. H...

NLL 16/1

28/5/15

(1211—25,000—2-11-14

REPLY.

(To be written on this margin.)

(3)

19

Office of the Dewan of Mysore.

NOTE.

Dated 6th May 1915.

The two files noted in the margin, are forwarded to the Secretary to Government, General and Revenue Departments.

1. File containing a draft circular calling on the Revenue Commissioner to submit to Government a half yearly statement of office and inspection work done by him.	forwarded to the Secretary to
2. -do- -do- calling on the Deputy Commissioners to submit similarly, a statement of work done in their offices.	

The draft circulars put up may be slightly amended after discussion in Council.

2. I also send herewith two other forms of statements showing, respectively, (1) the progress on organization and development questions in the Department, and (2) progress on items of important work in the department, to be compiled by Heads of Departments and submitted to Government, half yearly, in the same way as the forms above referred to. This may also be considered in Council.

3. The Secretary may kindly have a preliminary discussion with me before bringing up these papers before the Council.

6.5.15

The Secretary,

General and Revenue Departments.

For disposal at a Meeting.

No. C.593

6.5.1915.

GENERAL AND REVENUE SECRETARIAT.

Council Matter.

SUBJECT.

Prescribing the submission to Govt. of the following half-yearly statements -

1. of work done in their offices;
2. of the touring & inspection work done by them;

To be subd. by Rev. Commr and Dy. Commrs.

3. of progress achieved in regard to the organization & development questions in the Dept.; and

To be subd. by Heads o Departments.

CIRCULATED TO THE MEMBERS OF COUNCIL.

4. of progress achieved in regard to items of important work in the Dept.

By Order,

D. M. Narasyhlao

8th May 1915. Offg. *Secretary to Government.*

Extraordinary Member of Council.

First Member of Council.

Second Member of Council.

GPB—1,000—28-8-14

21 (5

G. R. S. 12]

General and Revenue Secretariat.

File No. of 191

Serial No.

No returns are rec° from Hosy Dpts including R.C.

2. Date from D.C.S. Excepting Quarterly Cash Statement (Sample annexed) Date 15/8

I think that such forms may as well be prescribed where they do not exist already for other depts: P.W.D. Comptroller, Exc Cr., I.G. of Police &c. Not that I attach undue importance to them but it is just as well that there shd be uniformity of treatment.

16/8/15

NOTE—Contn. sheet.

GPB—25,000—30-4-15.

(8) 22

Maxwell Circulars
re Act of 1918

SUBJECT. - (Outside the Schedule).

Prescribing the submission to Government of the following half-yearly statements -

1. of work done in their offices;	To be submitted by Rev. Commr: & Dy.Commrs
2. of the touring and inspection work done by them;	
3. of progress achieved in regard to the organization & development questions in the Department; and	To be submitted by Heads of Depts.
4. of progress achieved in regard to items of important work in the Department.	

OPINION OF THE COUNCIL.

GPB—1,000—19-7-13

7 23

Extract from the Proceedings of the 358th Meeting of the Council of His Highness the Maharaja, held at Bangalore on the 25th August 191 5.

2. SUBJECT. - (Outside the Schedule).

Question of prescribing suitable forms for tour statements and inspection reports of Heads of Departments and Deputy Commissioners.

OPINION OF THE COUNCIL.

The proposed forms may be approved.

Sd/- M. Visvesvaraya.
Dewan of Mysore.

"Extract"

D. M. Narasimha Rao 26/8

Secretary to Government,
General Department.

G. R. S. 12]

General and Revenue Secretariat.

File No. of 191

Serial No.	
1432 14.9.15	A draft submission on the report-up. Dwarkadas 14/9 Dewan

25 9

Submitted to His Highness.

Government lack at present adequate means of gauging the quantity and thoroughness of the inspection and other routine work done by Heads of Departments and Deputy Commissioners of Districts. It is therefore proposed to obtain half yearly statistics of business from the officers in question. The necessary forms have been prepared under my direction in the Efficiency Audit Branch of the Secretariat and approved by the Members of Council.

Flags A + B.

Page 7 of office note

2. I solicit His Highness's sanction to the proposal.

M. Krishnaraja

15th Sept 1915.

872

Record of Cases submitted for the Orders of His Highness the Maharaja.

Subject.

Proposal to prescribe suitable forms for tour statements and inspection reports of Heads of Departments and Deputy Commissioners.

Order.

~~KRW~~

20/9/15

3/11/15

Secretary

22.9.15.

23/9

To issue in print within 2 days

23/9

27 11

[R. S. 12]

General and Revenue Secretariat. | E. A File No. of 1915.

Serial No.	
1	20 All Heads of Departments. G.O. No 688-726/E.A 8-15-1 Dated 28th October 1915. Directing the Submission of half-yearly statements of Statistics of Business done by Heads of Departments.
2	20 The Deputy Commissioners of Districts G.O. No 727-734/E.A 8-15-2 Dated 28th October 1915. Directing the Submission of half-yearly statements of Statistics of business done by the Deputy Commissioners of Districts.

NOTE.—Contn. sheet.

GPB—20,000—30-6-15

Statement shewing the amount of inspection work done by the Inspector General of Police during 1912-13 and 1913-14.

Month	Number of days spent on tour.	Number of days spent ~~on tour~~ at Mysore in connection with Dasara and Birth-day Sessions.	Net amount of touring	Number of miles travelled.	Number of stations inspected
		1912-13.			
July	9		9	80	
August	14		14	127	
September	13		13	214	
October	26	22	4		
November	24		24	532	
December	16		16	68	
January	17		17	192	
February	18		18	85	
March	19		19	99	
April	18		18	265	
May	15		15		
June	22	8	14	30	
T o t a l	211	30	181	1682	
		1913-14.			
July	3		3		
August	15		15	377	
September	18		18	531	
October	20	11	9		
November	25		25	918	
December	22		22	554	
January	10		10	314	
February	22		22	519	
March	17		17	627	
April	8		8	274	
May	13		13	355	
June	19	7	12	280	
T o t a l	192	18	174	4749	

Particulars not available

Mee 4/12/14

Statement shewing the amount of touring work done by the Revenue Commissioner in Mysore during 1912-13 & 1913-1914.

Month	Number of days spent on tour.	Number of days spent ~~on tour~~ at Mysore in connection with Birthday and Dasara Sessions.	Net amount of touring	Number of miles travelled.	Number of offices inspected.
			1912-13.		
July	6		6	129	
August					
September					
October	18	17	1		
November	5	2	3	113	2
December	5		5	245	
January	3		3	193	5
February	10		10	185	
March	8		8	130	
April					
May					
June	15	8	7	119	1
T o t a l	70	27	43	1114	8
			1913-1914.		
July	4		4		
August					
September	9		9	197	
October	17	15	2		
November	5	3*	2		
December	9		9	255	3
January	8		8	371	3
February					
March					
April					
May	14		14	287	2
June	Bill cashed in November 1914. Voucher not received in the Comptroller's office yet.				
T o t a l	66	18	48	1110	8

* H. E. the Viceroy's visit.

Nil
4/12

30

Statement shewing the amount of touring work done by the Inspector General of Education during 1912-13 and 1913-14.

Month	Number of days spent on tour.	Number of days spent ~~on tour~~ at Mysore in connection with Birthday and Dasara Sessions.	Net amount of touring	Number of miles travelled.	Number of schools inspected.
			1912-13.		
July					
August					
September	6		6		
October	17	16	1		
November	1		1		
December					
January	3		3		
February					
March					
April					
May	3		3		
June	10	8	2		
T o t a l	40	24	16	-	
			1913-14.		
July					
August	6		6	73	
September					
October	17	15	2		
November	9	5 ⊗	4		
December					
January	10		10	218	
February	7		7	151	
March	4		4		
April	6		6		
May	9		9	239	
June	10	8	2.		
o t a l	78	28	50	681	

Particulars not available

⊗ H.E. the Viceroy's visit.

MM 9/12/14

Town Statement of the Heads of Departments.

		Page
I	Revenue.	1
II	Police.	2
III	Education	3.
IV	Forest.	4–5
V	Excise	6.
VI	Medical.	7
VII	Sanitary	8
VIII	Jails	9
IX	Judicial. { Civil, Criminal	10.
X	Registration	11
XI	Co-operative societies.	12.

Revenue Department.

		1912-13	1911-12.
Mysore.	Revenue Commr.	70 days.	41 days.
Bengal.	Board Members	4 establishments inspected	4 Districts (in 2 months)
	Division Commrs. Burdwan	114 days.	-
	Presidency	94	all Districts
	Dacca	88 -	
	Chittagong	97	118 days.
	Rajshahi	137	141 -

		1905-06.
Bombay.	Commr. Sind	56 Mukhtiarkar's Stns. 4 Mahalkari's Stns. 5-208 villages inspected.

Madras. Information not available.

Police Department

	1912-13.	1911-12.
Mysore.	Inspr. Genl. of Police. 198 Days	118 Days.
Bengal.	Information not available.	
Madras	1912. I. G. Police. Thro' 19 Distt. Officers.	1914. Thro' 19 Distt. (Taxes) 2 Schools (Police).
Bombay.	Information not available.	
Burma.	1913. I. G. Police. Inspr. 11. Dt. Pol. officers. 7 Headquarters Assistants. 9 Police Stns. C. I. D.	

Education

34

Mysore.

1913-14

I. G. of Edn. 78 days. (including 23 days spent at Mysore during Birthday and Dussrah)

1912-13

Inspected.
All educational institns in B. Alt
College & High schools in Mysore city.
40 days including 24 days spent at Mysore during Birthday & Dussrah.

1911-12.

Inspected a village site for School building.
Attended Senate meeting Madras.

Bengal

Information re inspection or tour not available

Madras.

Director. — 6 Tours. including 1 to Bangalore C & H. Stn 1 to Simla

Deputy Director. Special tours in five districts.

Bombay.

Educational Inspector.

Central Division — visited 47 schools. of these 4 Surprise visit

Northern Division — As many surprise visit as he could.

Deputy.

13-14.

Travelled 403 miles by Road & inspected 36 schools in 1 month.

Forest.

		1912-13.	1911-12.
Mysore.	Conservator.	Extensive tours in 6 districts	Inspn Tours in 4 Divns. in addition to stay at Kakankôte.
Madras.	Forest members.	visited South Canara Inspd 1 Range in N. Malabar.	Tour in 1 Divn
	Conservator.	196. days	224 days.
Lower Provinces of Bengal.	Conservator.	10-11 Inspd 7 Forests & 6. Divl Frst offices.	09-10. 294 days (11 divisions 10 Divl & offices inspected)
Bombay.	~~Divl Fr. off~~ Conservator	11-12. 2 Camps. all Talukas of west mahals and 7 Dangs & Mhaoo. (period 5 months Jan. to May) Inspd. all Divl. offices except 1, and one Range office.	

Tour statement

Conservators and District Forest officers are expected to spend at least six months in camps during each Forest year, ~~and the tours~~

[Madras Forest manual.]

Excise department.

	1912-13.	1911-12.
Mysore.		
Excise Commr.	Toured thro' 4 Districts Inspected 3 offices & Several Bonded Depots.	Toured thro' Ten Talukas. Inspd the Distillery. do The Excise Districts —do one Bonded Depot.
Bengal.	13-14.	Bengal E. Bengal
~~Madras~~ Excise & Salt. Commr.	122 days. 159 days.	112 22.
Inspector of Excise	209 days. 223 days.	18 6 days.
Madras	Figures not available for Head of Dept.	
Central Provinces & Behar. Excise Commr.	13-14. 166 days.	

Medical.

		1912.	1913.
Mysore.	Senior Surgeon		Inspected 40 institutions
Bengal.	Inspector-Genl Hospitals.	Inspected all Calcutta institutions and 58 Dist. Hospitals.	Inspected 40 Dist. Hospitals.
Madras.	Surgeon-Genl	Inspected all civil Hospitals and dispensaries and 20 Headquarters institutions	Inspected all the civil institutions Dist. HQ quarters insts & 8 Insts under Civil Surgeons.
Bombay.	Surgeon-Genl	1900. Insp'd only 7 Medical insts	1899. Insp'd 8 med institutions

Sanitary.

39

	1913	1912
Mysore.		
Sanitary Comm^s.	-	Insped Kamambady Reservoir — do 10 places in Malnad towns all Kolar Distt. insps all munl. Towns.
Bengal.		
Sanitary Comm^s.	149 days. (15 places)	105 days. (15 places)
Bombay.	1912	1911
Sanitary Comm^s.	Towns thro' 7 collectorals. Insps. Ind. Ref^y. School. at Mahuva. Been to Madras for all India Conf^ce (Malaria)	6 collectorals.
	1913.	1912.
Madras.		
Sanitary Comm^s.	26 places (collectorals). Besides Insps of Sanity Schemes & public buildings &c at Madras. + the King's Institute (at Guindy)	52 places (Covering 4 months)

Jails.

	1913	1912
Bengal.		
I. G. of Prisons.	Inspected all central & all Dist. Jails a considerable number of Sub-Jails (1 new central jail 5 times 7 Jails twice)	Inspected all central & Distt. Jails & several Sub jails. [3 Central Jails thrice. 1 Presy. Jail thrice 1 Central Jail twice]
Bombay.		
I. G. of Prisons.	Inspected 3 central Prisons. 12 Distt Prisons. 4 Sub-Jails 2 Gangs.	Inspected 3 central Prisons 11 Distt Prisons 5 Sub-Jails 2 Gangs.
Madras.		
I. G of Prisons.	Inspected all central & all Distt Jails Madras civil Jail 3 Special Sub Jails 8 other important Jails Visit to 2 Lunatic Asylums.	Inspected all as in 1913 and visited 1 Reformatory school in addition.
Mysore.	No information is available.	

Judicial.

1912-13. | 1911-12.

Mysore.

Civil Courts.

Chief Court judges. — Inspected 3 Dist^t Courts. all Sub-Courts. 11 Munsiff Courts in 9 places. — Visited all Courts in Mysore City.

Criminal Courts.

Chief Judge. — Inspected. Dist^t Magte's Court Bangalore. — None.

other judges. — 4 Dist^t Magte's Courts. 7 Asst. Comm^r Magte's Courts. 1 City Magte's Court.

Madras.

~~1907.~~

Registration

	1912-13	1911-12
Mysore.		
I. G. of Registration	Inspected 12 Sub-Registry offices and 1 Distt Regr's office.	10 Sub-Registry offices
Madras		
I. G. of Registration	Inspected all (22) Distt Regr's offices. 38 Sub-Regy offices. 72 Sub-offices.	Inspected all (22) Distt Regr's offices 41 Sub-Registry offices. 72 Sub-offices + 36 days on Special Tour
United Provinces (Upatonoh)	— do —	Inspected 87 offices.	—
Punjab.		
— do —	1910. Inspected 9 Registration offices and 15 Sub-Registry offices.	1909. 163 offices by both the I. G. of Regn & his Assistant

(Other reports not available)

Co-operative Societies

	1912-13.	1913-14.
Mysore.		
Registration.	197 days.	145 days.

	1911-12	1912-13
Bengal.		
Registration	old Bengal 190 days. East Bengal - 140 days.	183 days.

	1907-08	1908-09.
Madras		
Registration	225 days.	189 days.

	1913
Punjab.	
Registration	128 days.

Heads of Depts. including Hon Revenue

44 12

Proceedings of the Government of
His Highness the Maharaja of Mysore.

Order No. ~~624-62~~ 688-726. E.A.8-15-1. date 28th ~~Sept~~ October 1915

Heads of Departments are requested to submit at the close of every half year (ending with 30th June and 31st December respectively) two statements in the accompanying form regarding their office and inspection work during the period.

The statements should reach the General and Revenue Secretariat before the end of the month following the half year to which they relate.

15-9-15.

Drw
Secretary to Government,
General Department.

Heads of Departments.

15/

S T A T E M E N T I.

Statement showing the work done in the office of the . . . . . during the half year ending with . . . . 191 .

1 Serial No.	I t e m s	3 No.pending at the beginning of the half year.	4 No.received during the half year	5 Total	6 No.finally disposed of during the half year.	7 No.pending in the office		8 No.pending reply from the subordinate offices		Remarks
						For over 3 months	For over 6 months	For over 3 months	For over 6 months	
1.	References from Government									Total no.pending at the beginning of the half year.
	References from subordinate and co-ordinate offices.									Total no.pending at the end of the half year
	Petitions.									Increase
	Periodical reports and returns.									Decrease
	Other categories of business, if any - each item to be entered separately.									

Dtmo
21/8

3

46.

S T A T E M E N T II

Touring and inspection during the half year ending with . . . . 191 .

Serial No.	Items					
1.	Total number of days on tour.					
2.	Number of days spent in camp.					
3.	Inspection					
	(1) Office under immediate charge					
	(a) Frequency of inspection.					
	(b) Duration of inspection.					
		No.to be inspected.	No.inspected once	No.inspected more than once.	No.not inspected	Average duration of each inspection.
	(2) Subordinate offices or institutions requiring periodical inspection.					
	(a)					
	(b)					
	(c)					
	(d)					

Dues
21/0

4

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Government of His Highness the Maharaja of Mysore.

GENERAL AND REVENUE DEPARTMENTS.

G. O. No. 688-726—E. A. 8-15-1, dated 28th Oct. 1915

Statistics of Business.

Directs the submission of half-yearly statements of — done by Heads of Departments.

W D 743—GPB—30-10-15—250

STATEMENT I.

Statement showing the work done in the office of.....during the half year ending with.....191 .

Serial No.	Items	Number pending at the beginning of the half year	Number received during the half year	Total	Number finally disposed of during the half year	Number pending in the Office		Number pending reply from the subordinate offices		Remarks
						For over 3 months	For over 6 months	For over 3 months	For over 6 months	
1	2	3	4	5	6	7	8	9	10	11
1	References from Government									Total number pending at the beginning of the half year.
2	References from subordinate and co-ordinate offices									Total number pending at the end of the half year.
3	Petitions									Increase
4	Periodical reports and returns									Decrease
5	Other categories of business, if any (each item to be entered separately)									

STATEMENT II.

Touring and inspection during the half year ending with.....191 .

Serial No.	Items					
1	Total number of days on tour					
2	Number of days spent in camp					
	Inspection					
3	(1) Office under immediate charge					
	(*a*) Frequency of inspection					
	(*b*) Duration of inspection					
		Number to be inspected	Number inspected once	Number inspected more than once	Number not inspected	Average duration of each inspection
	(2) Subordinate offices or institutions requiring periodical inspection ...					
	(*a*)					
	(*b*)					
	(*c*)					
	(*d*)					

No. 688-726—E. A. 8-15-1, DATED 28TH OCTOBER 1915.

No. 688-726—E. A. 8-15-1, DATED 28TH OCTOBER 1915.

PROCEEDINGS OF THE GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

GENERAL AND REVENUE DEPARTMENTS.

Order No. 688-726—E. A. 8-15-1, dated 28th October 1915.

Heads of Departments are requested to submit at the close of every half year (ending with 30th June and 31st December respectively) two statements in the accompanying form regarding their office and inspection work during the period.

The statements should reach the General and Revenue Secretariat before the end of the month following the half year to which they relate.

D. M. NARASINGA RAO,
Secy. to Govt., Gen. Dept.

To—The Heads of Departments.

Exd.—G. R.

Dy. Commissioners.

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Proceedings of the Government of
His Highness the Maharaja of Mysore.

Order No. 727-734. ~~S-63-70.~~ S.A.8-15-2 dated 28th ~~Sept~~ October 1915

Deputy Commissioners of Districts are requested to submit at the close of every half year (ending with 30th June and 31st December respectively) two statements in the accompanying form regarding their office and inspection work during the period.

The statements should reach the General and Revenue Secretariat before the end of the month following the half year to which they relate.

15-9-15
Ro

Secretary to Government,
General Department.

51/2

STATEMENT I

Statistics of work done in the office of the Deputy Commissioner, ...District, during the half year ending with 191

1 Serial No.	2 Items	3 No.pending at the beginning of the half year.	4 No.received during the half year	5 Total	6 No.finally disposed of during the half year	7 No.pending in the office		8 No.referred for report & pending in subordinate offices		Remarks
						For more than 3 months	For more than 6 months	For more than 3 months	For more than 6 months	
	REVENUE									
1.	References from superior officers.									Total number of papers at the beginning of the half year.
2.	-do- from co-ordinate & subordinate officers									-do- at the end of the half year.
3.	Suits & enquiries									Increase
4.	Appeals									Decrease.
5.	Applications for loans under the Land Improvement Loans Regulation & Section 194 of the L.R.C.									
6.	Miscellaneous petitions.									
7.	Periodical reports and returns.									
	JUDICIAL									
1.	~~No.of~~ original cases.									
2.	~~-do-~~ miscellaneous									Total No. of papers at the beginning of the half year.
3.	~~-do-~~ appeals									-do- at the end of the half year
4.	Correspondence									Increase
5.	License applications.									Decrease
6.	Copy applications.									
7.	Miscellaneous petitions.									
8.	Calendar statements submitted by subordinate Magistrates.									
9.	Periodical reports & returns.									

3 15 20 5 15 3

52/

1 Serial No.	2 Items	3 No.pending at the beginning of the half year	4 No.received during the half year.	5 Total	6 No.finally disposed of during the half year.	7 No.pending in the office		8 No.referred for report & pending in subordinate offices		Remarks
						For more than 3 months	For more than 6 months	For more than 3 months	For more than 6 months	
	LOCAL FUND & MUNICIPAL.									
1.	References from superior officers.									Total no.of papers at the beginning of the half year
2.	-do- from co-ordinate & sub-ordinate officers.									-do- at the end of the half year
3.	Miscellaneous petitions.									Increase
4.	Periodical reports and returns.									Decrease
	MARAHMUT									
1.	References from superior officers.									Total no.of papers at the beginning of the half year
2.	-do- from co-ordinate & sub-ordinate officers.									-do- at the end of the half year
3.	Miscellaneous petitions.									Increase
4.	Periodical reports and returns.									Decrease
1.	DISTRICT TREASURY									
1.	References from superior officers.									Total number of papers at the beginning of the half year.
2.	-do- from co-ordinate and subordinate officers.									-do- at the end of half year.
3.	Periodical reports and returns.									Increase
4.	Audit objections									Decrease.

4

Instructions for filling the form:-1.Periodical reports and returns - In column 4 enter number of returns falling due during the half year. In the column of remarks, the number of returns sent in time may be noted.
2.Criminal cases - Cases disposed of by transfer should be noted in the column of remarks.
3.Calendar statements of Criminal cases-Number of calendars upon which proceedings were issued should be shown in the remarks column.
4.For each Branch of the office the state of work at the end of half year should be compared with work at the commencement as shewn in the column of remarks.

Dtd. 4/3/15

8/3/15

S T A T E M E N T II.

Touring and inspection work done by the Deputy Commissioner during the half year ending with . . . . . 191 .

Serial No.	Items					
1.	Total number of days on tour.					
2.	Number of days camped out.					
3.	Number of days spent in Jamabandi.					
4.	Number of Taluks and sub Taluks settled.					
5.	Number of villages inspected.					
6.	Number of tanks (1) to be inspected					
	(2) inspected.					
7.	Number of muzrai institutions inspected					
8.	Number of D.F. works inspected.					
9.	Number of Municipal works inspected.					
10.	Number of factories (1) to be inspected,					
	(2) inspected.					
11.	Inspection of offices					
	(1) Office under immediate charge (including Treasury.)	Number to be inspected	Number inspected once.	Number inspected more than once.	Number not inspected	Average duration of each inspection
	(a) Frequency of inspection.					
	(b) Duration of inspection.					
	(2) Subordinate offices requiring periodical inspection.					
	(a) Criminal Courts					
	(b) Lock-ups.					
	(c) Sub Registry Offices.					
	(d) Sub-Division Offices					
	(e) Taluk Treasuries.					
	(f) Taluk office records.					
	(g) Taluk offices (excluding Treasury and Record Branches) and Sub Taluk Offices.					

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Government of His Highness the Maharaja of Mysore.

GENERAL AND REVENUE DEPARTMENTS.

G. O. No. 688-726—E. A. 8-15-1, dated 28th Oct. 1915

Statistics of Business.

Directs the submission of half-yearly statements of — done by Heads of Departments.

W D 743—GPB.—30-10-15—250

STATEMENT I.

Statement showing the work done in the office of.....during the half year ending with.....191 .

Serial No.	Items	Number pending at the beginning of the half year	Number received during the half year	Total	Number finally disposed of during the half year	Number pending in the Office		Number pending reply from the subordinate offices		Remarks
						For over 3 months	For over 6 months	For over 3 months	For over 6 months	
1		3	4	5	6	7	8	9	10	11
1	References from Government									Total number pending at the beginning of the half year.
2	References from subordinate and co-ordinate offices									Total number pending at the end of the half year.
3	Petitions									Increase
4	Periodical reports and returns									Decrease
5	Other categories of business, if any (each item to be entered separately)									

STATEMENT II.

Touring and inspection during the half year ending with.....191 .

Serial No.	Items				
1	Total number of days on tour				
2	Number of days spent in camp				
	Inspection				
3	(1) Office under immediate charge				
	(*a*) Frequency of inspection				
	(*b*) Duration of inspection				
		Number to be inspected	Number inspected once	Number inspected more than once	Number not inspected	Average duration of each inspection
	(2) Subordinate offices or institutions requiring periodical inspection ...					
	(*a*)					
	(*b*)					
	(*c*)					
	(*d*)					

No. 688-726—E. A. 8-15-1, DATED 28TH OCTOBER 1915.

PROCEEDINGS OF THE GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

GENERAL AND REVENUE DEPARTMENTS.

Order No. 688-726—E. A. 8-15-1, dated 28th October 1915.

Heads of Departments are requested to submit at the close of every half year (ending with 30th June and 31st December respectively) two statements in the accompanying form regarding their office and inspection work during the period.

The statements should reach the General and Revenue Secretariat before the end of the month following the half year to which they relate.

D. M. NARASINGA RAO,
Secy. to Govt., Gen. Dept.

To—The Heads of Departments.

Exd.—C. R.

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Government of His Highness the Maharaja of Mysore.

GENERAL AND REVENUE DEPARTMENTS.

G. O. No. 727-734—E. A. 8-15-2, dated 28th October 1915

Statistics of Business.

Directs the submission of half-yearly statement of — done by the Deputy Commissioners of Districts.

W. D. 742—GPB—29-10-15—250

No. 727-734—E. A. 8-15-2, DATED 28TH OCTOBER 1915.

PROCEEDINGS OF THE GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

GENERAL AND REVENUE DEPARTMENTS.

Order No. 727-734—E. A. 8-15-2, dated 28th October 1915.

Deputy Commissioners of Districts are requested to submit at the close of every half-year (ending with 30th June and 31st December respectively) two statements in the accompanying form regarding their office and inspection work during the period.

The statements should reach the General and Revenue Secretariat before the end of the month following the half-year to which they relate.

Secy. to Govt., Gen. Dept.

To—The Deputy Commissioners of Districts.

Exd.—C. R.

STATEMENT I.

Statistics of work done in the office of the Deputy Commissioner.....District, during the half-year ending with.....191 .

Serial No.	Items	Number pending at the beginning of the half-year	Number received during the half-year	Total	Number finally disposed of during the half-year	Number pending in the office		Number referred for report and pending in subordinate offices		Remarks
						For more than 3 months	For more than 6 months	For more than 3 months	For more than 6 months	
1	2	3	4	5	6	7	8	9	10	11
	Revenue.									Total number of papers at the beginning of the half-year. Total number of papers at the end of the half-year. Increase. Decrease.
1	References from superior officers									
2	References from co-ordinate and subordinate officers									
3	Suits and enquieris									
4	Appeals									
5	Applications for loans under the Land Improvement Loans Regulation and Section 194 of the Land Revenue Code									
6	Miscellaneous petitions									
7	Periodical report and returns									
	Judicial.									Total number of papers at the beginning of the half-year. Total number of papers at the end of the half-year. Increase. Decrease.
1	Original cases									
2	Miscellaneous									
3	Appeals									
4	Correspondence									
5	License applications									
6	Copy applications									
7	Miscellaneous petitions									
8	Calendar statements submitted by subordinate magistrates ...									
9	Periodical reports and returns									

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STATEMENT I—*concld.*

Serial No.	Items	Number pending at the beginning of the half-year	Number received during the half-year	Total	Number finally disposed of during the half-year	Number pending in the office		Number referred for report and pending in subordinate offices		Remarks
						For more than three months	For more than six months	For more than three months	For more than six months	
1	2	3	4	5	6	7		8		9
	Local Fund and Municipal.									
1	References from superior officers									Total number of papers at the beginning of the half year. Total number of papers at the end of the half-year. Increase. Decrease.
2	References from co-ordinate and subordinate officers									
3	Miscellaneous petitions									
4	Periodical reports and returns									
	Marahmut.									
1	References from superior officers									Total number of papers at the beginning of the half-year. Total number of papers at the end of the half-year. Increase. Decrease.
2	References from co-ordinate and subordinate officers									
3	Miscellaneous petitions									
4	Periodical reports and returns									
	District Treasury.									
1	References from superior officers									Total number of papers at the beginning of the half-year. Total number of papers at the end of the half-year. Increase. Decrease.
2	References from co-ordinate and subordinate officers									
3	Periodical reports and returns									
4	Audit objections									
5	Petitions									

Instructions for filling the form.—1. Periodical reports and returns—In column 4 enter number of returns falling due during the half-year. In the column of remarks, the number of returns sent in time may be noted.

2. Criminal cases—Cases disposed of by transfer should be noted in the column of remarks.

3. Calendar statements of criminal cases—Number of calendars upon which proceedings were issued should be shown in the remarks column.

4. For each branch of the office the state of work at the end of half-year should be compared with work at the commencement as shown in the column of remarks.

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Statement II—Touring and inspection work done by the Deputy Commissioner during the half-year ending with.....191 :

Serial No.	Items	Number to be inspected	Number inspected once	Number inspected more than once	Number not inspected	Average duration of each inspection
1	Total number of days on tour					
2	Number of days camped out					
3	Number of days spent in Jamabandi					
4	Number of taluks and sub-taluks settled					
5	Number of villages inspected					
6	Number of tanks (1) to be inspected					
	(2) inspected					
7	Number of Muzrai Institutions inspected					
8	Number of District Fund works inspected					
9	Number of Municipal works inspected					
10	Number of factories (1) to be inspected					
	(2) inspected					
11	*Inspection of Offices.*					
	(1) Office under immediate charge (including Treasury)					
	(*a*) Frequency of inspection					
	(*b*) Duration of inspection					
	(2) Subordinate offices requiring periodical inspection					
	(*a*) Criminal Courts					
	(*b*) Lock-ups					
	(*c*) Sub-Registry offices					
	(*d*) Sub-Division offices					
	(*e*) Taluk Treasuries					
	(*f*) Taluk Office records					
	(*g*) Taluk offices (excluding Treasury and Record Branches) and Sub-Taluk offices					

No. 727-734—E. A. 8-15-2, DATED 28TH OCTOBER 1915.